



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date February 28, 1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received MAR - 4 1974 Application No. 74-75 Date Completed MAR - 8 1974	
2. Agency Application No. 134		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Animal Industry - Animal Disease Eradication Section 19 Hunter St., SW Atlanta, Georgia 30334		4. Person to Contact Dr. James Andrews	
5. Working Title State Veterinarian		6. Tel. No. 656-3667			
7. ACTION REQUESTED TO AMEND DISPOSITION STANDARD #386, Dec. 4, 1972 <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1969 to Date		9. Exact Series Title SWINE VALIDATED HERD FILES			
10. What is the function of the office in which this record series is created? The Section administers Livestock Health Rules and Regulations pertaining to Herd Accreditation, Herd Certification, and Validation. It records tests for tuberculosis and brucellosis in cattle, and brucellosis in swine; receives affidavit from Herd Owners requesting certification, registration or validation thru owner's Veterinarian, evaluates affidavit for certification, accreditation and/or validation - If qualified issues certification, accreditation, and/or validation; inspection of herds for re-certification; re-accreditation, and/or re-validation - if qualified issues re-certification, re-accreditation, and/or re-validation certificates on selected anniversary date each year after first qualifications.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to Swine Herd Laboratory Tests Included are: Included are: Brucellosis Test Record - ANH 4-33 Veterinarians Application to Perform Services - BD-15 Permit to Move Diseased Animals - Form Ga. 27 Correspondence Quarantine Certificate (no number) and Quarantine Release (Letter - No Number) Files are arranged alphabetically by Farm or by Owner					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records
Letter-size File Drawers		6	9		1/2 1
Legal-size File Drawers				Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)
					This Year's Last Year's Preceding Year's All Prior Years
				AVERAGE DAILY REFERENCES	2 1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency? [] ☒ []
15. Is the information contained in this series ever summarized or published? [] ☒ []
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] ☒ []
17. Does the series initiate, amend or terminate agency policies and procedures? [] ☒ []
18. Could the function be performed if the files were lost or destroyed? ☒ [] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [] []

24. REQUIREMENTS. The following requires the files to be kept Indefinite years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - ☒ OTHER See Below, then:

- [] Hold in the current files area month(s)/ year(s):
 [] Transfer to [] State Records Center [] Local Holding Area; hold year(s):
 [] Destroy.
 [] Transfer to State Archives for permanent retention.
 [] Destroy immediately after cut-off.
 [] Other: (Specify)

When herd is no longer validated, withdraw folder from the files and place in the SWINE HERD LABORATORY TEST FILES; then, handle by this Disposition Standard No. 397, Dec. 4, 1972

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <u>EDS</u> Date <u>2-28-74</u>		OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee [] Approved [] Disapproved	<u>Ellis D. Sike</u>	<u>2-28-74</u>
	State Auditor/Designee [] Approved [] Disapproved	<u>William M. Ajjan</u>	<u>3-7-74</u>
	Secretary of State/Designee [] Approved [] Disapproved	<u>Carroll West</u>	<u>3-6-74</u>
	Attorney General/Designee [] Approved [] Disapproved	<u>Robert Shue</u>	<u>3-7-74</u>

STATE RECORDS
COMMITTEE